



July 20, 2017
Date

NOTICE TO PROPOSERS

We are requesting proposals for the following:

EXPO SQUARE AND TULSA STATE FAIR WEBSITE SERVICES

Attached are the specifications.

Proposers shall state whether the service(s) proposed strictly meet these specifications and if not, they shall list each variation there from.

Sealed proposals shall be delivered to the Administrative Office of the Tulsa County Public Facilities Authority, Southwest Corner of the River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma 74114 until **5:00 p.m. on August 21, 2017**. Proposals shall be submitted in an envelope clearly labeled "Website Services RFP".

Proposals will be opened by the TCPFA in the River Spirit Expo Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 10:00 a.m. on August 22, 2017.

"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with proposal or proposal will not be accepted.

The Tulsa County Public Facilities Authority reserves the right to reject any and all proposals and waive informalities or minor irregularities in any proposal.

Respectfully yours,

A handwritten signature in black ink that reads "Jessica Booth". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jessica Booth
Purchasing Coordinator

REQUEST FOR PROPOSAL – WEBSITE SERVICES

INTENT:	Tulsa County Public Facilities Authority is requesting proposals for a complete re-design of the Expo Square, Tulsa State Fair and Corndog Classic 5K websites, with continuous modification / updating upon request. Annual renewal options upon mutual agreement of both parties. It will be a requirement to have all design and execution of websites in place by April 1, 2018.
PROJECT TASKS:	The selected website provider shall: <ol style="list-style-type: none">1. Develop and create innovative, responsive and user-friendly websites that include all current functions, as well as unique themes for all areas of Expo Square's diverse functions, while maintaining a congruent approach. Several of these functions include but are not limited to:<ol style="list-style-type: none">a. Email newsletter templates and method of distribution<ol style="list-style-type: none">i. Tulsa State Fair, Corndog Classic 5k, Livestock Exhibitor and Expo Squareb. Event Calendarc. Online ticketing collaborationd. Plan Your Day at the Faire. Food and Product Finderf. High level of Creative Design/Graphics on interior pagesg. New vendor / client applications (Fair and Facility Rental)h. Customer payment portali. Micro-Interactions2. Incorporate existing Event Software to transfer data to website Event Calendar.3. Concepts to consider incorporating:<ol style="list-style-type: none">a. Facility 360-degree toursb. Viewing of large documents/guides in a book formatc. A split screen homepage (Expo Square / Tulsa State Fair)d. Live Video Feedse. Chat Nowf. GIFs4. Provide guaranteed response times for both normal and emergency requests; the chosen company should be aware that requested last minute changes are more of a norm than a rarity.5. If possible, train and provide direction to appropriately utilize content management system6. To mutually collaborate with Tulsa County Public Facilities Authority's selected Creative Agency and staff Graphic Designer.7. Attend requested meetings with Tulsa County Public Facilities Authority staff.
PROJECT COSTS:	An initial estimate for the complete re-design; as well as an annual charge for maintenance and minor design changes. Please include hourly rate for out of scope projects and requests.
FIRM QUALIFICATIONS:	All proposals should include background information on the firm, including, but not limited to: <ol style="list-style-type: none">1. Number of years and experience in business.2. Portfolios of previous projects by individuals whom will be working on this specific account.
PROPOSAL SUBMISSION FORMAT:	An original sealed written proposal with 5 copies and an electronic version must be submitted by 5pm, August 21, 2017. All proposals will be opened August 22, 2017. For questions or clarification, please contact by 5:00 on August 16, 2017: Jessica Booth, Purchasing Coordinator (918) 744-1113 ext. 2045 jbooth@exposquare.com

	<p>Proposal Submission Addresses</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Mail: Expo Square Jessica Booth Sealed RFP 4145 E 21st St Tulsa, OK 74114</p> </td> <td style="vertical-align: top;"> <p>Delivery: Expo Square Jessica Booth Sealed RFP 4145 East 21st Street Tulsa, OK 74114</p> </td> </tr> </table>	<p>Mail: Expo Square Jessica Booth Sealed RFP 4145 E 21st St Tulsa, OK 74114</p>	<p>Delivery: Expo Square Jessica Booth Sealed RFP 4145 East 21st Street Tulsa, OK 74114</p>
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REGISTRATION:	<p>All interested companies shall register their participation in this RFP by emailing Jessica Booth at jbooth@exposquare.com. Companies shall send the company name and contact person's name, address, phone number and email. Registered companies will be included and informed of any changes or addendums issued.</p>		
CONTRACT STATUS:	<p>The response to this proposal will be considered as an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any minor differences and informalities.</p>		
EVALUATION CRITERIA:	<ol style="list-style-type: none"> 1. Qualifications and experience of the company and key individuals performing the work. This will be evaluated based on the breadth and depth of the company's experience as a whole in the performance of their duties. 30 Points 2. References from comparable past projects. This will be based upon client references where comparable work was performed. 20 Points 3. Demonstrated understanding of the project. This will be based upon the company's description of the project and the proposed approach to providing the required services including the time constraints. 30 Points 4. Proposed pricing. 20 Points 		

TULSA COUNTY PUBLIC FACILITIES AUTHORITY
AFFIDAVIT FOR FILING WITH COMPETITIVE BID

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any Tulsa County Public Facilities Authority official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me this _____ day of _____, 20 _____.

NOTARY PUBLIC

My Commission expires _____

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S. 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is not properly completed.
2. Does not accompany bid.